

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
GROUND WATER DISCHARGES SECTION

Application to obtain a Class C On-Site License

The following information will assist you in applying for a Class C On-Site License.

1. Applications must be received by the Department at the address below, no later than the last day of the month **with a \$40.00 non-refundable application fee per on-site license** (cash or check made payable to "Division of Water Resources" is accepted). The completed application will be forwarded for review by the On-Site Systems Advisory Board (Board) on the first Wednesday of the next month. Applications are valid for twelve (12) months from date received.
2. Upon application approval by the Board for license issuance the \$40.00 non-refundable application fee (per on-site license) will be applied to the annual \$40.00 license fee.
3. Anyone conducting business in the State of Delaware must have a Delaware Business License. Contact the Division of Revenue: New Castle County (302) 571-8200, Kent County (302) 744-1085 or Sussex County (302) 856-5358. Toll free for Delaware only (800) 292-7826.
4. The State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems (Regulations) are available in either the Dover or Georgetown Office for \$5.00 each. Make checks payable to the "Division of Water Resources." The Regulations are available electronically free of charge at:

<http://www.dnrec.state.de.us/water2000/Sections/GroundWat/GWDSRegulations.htm>

5. If you require any further information, please contact the On-Site Licensing Coordinator at (302) 739-9948. Other information regarding Licensing is available via the internet:

<http://www.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

Return the original application with the application fee to:

DNREC – Water Resources
Ground Water Discharges Section
Attn: On-Site Licensing Coordinator
89 Kings Highway, Dover, DE 19901

Definitions of Licenses

Class C – Designer: The Class C license authorizes the design of conventional and alternative on-site wastewater treatment and disposal systems and all pressure distribution systems.

Requirements per the Regulations

4.04000 With respect to Class C licenses the following shall constitute the Department's requirements:

- (a) Registration as a Professional Engineer with the Delaware Association of Professional Engineers; and
- (b) A complete qualifications statement on approved Department forms which verify the individual's knowledge and competency in the field of on-site wastewater treatment and disposal system engineering and design.

PLEASE KEEP PAGE 1 FOR YOUR REFERENCE
--

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
GROUND WATER DISCHARGES SECTION

Application to obtain a Class C On-Site License

Applications must be typed or printed and completely filled out.

APPLICANT INFORMATION		
Last Name	First Name	Middle Initial
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Date of Birth	Home Telephone Number	
Delaware Professional Engineer Registration Number	Expiration Date	
CURRENT EMPLOYMENT INFORMATION		
Company Name		Date of Employment
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Business Telephone Number	Business Fax Number	
Federal Identification Number	State of Delaware Business License Number	
Delaware Certificate of Authorization Number	Is the Company a (circle one) Corporation Partnership Sole Proprietorship	
County (ies) in the State of Delaware in which you do business or will do business:		
Field of Practice		
Brief description of assignment(s) (pertaining to on-site system design)		

PLEASE KEEP PAGE 1 FOR YOUR REFERENCE

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
GROUND WATER DISCHARGES SECTION

Application to obtain a Class C On-Site License

PREVIOUS EMPLOYMENT INFORMATION	
Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip
Brief description of assignment(s) (pertaining to on-site system design)	
Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip
Brief description of assignment(s) (pertaining to on-site system design)	
List specific projects in which you designed on-site wastewater disposal systems. Please include the type of systems designed, locations, and associated permit numbers if available. Be specific.	

MAY COPY TO DOCUMENT ADDITIONAL EMPLOYMENT EXPERIENCE

PLEASE KEEP PAGE 1 FOR YOUR REFERENCE
--

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
GROUND WATER DISCHARGES SECTION

Application to obtain a Class C On-Site License

EDUCATIONAL INFORMATION

Undergraduate

College

Curriculum

Dates Attended

Degree / Year

Applicable Course of Work

Graduate

College

Curriculum

Dates Attended

Degree / Year

Applicable Course of Work

Short Courses, Refresher Courses and Training Program

(attended relating to on-site wastewater treatment and disposal systems)

Course or Program

Date Attended

Sponsor's Name

MISC. APPLICANT INFORMATION

1. References: (Give the names of three (3) persons, who may be contacted, and who attest to your character and business integrity.)

Reference #1	Reference #2	Reference #3
Name	Name	Name
Address City, St, Zip	Address City, St, Zip	Address City, St, Zip
Telephone #	Telephone #	Telephone #

PLEASE KEEP PAGE 1 FOR YOUR REFERENCE

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
GROUND WATER DISCHARGES SECTION

Application to obtain a Class C On-Site License

2. What other on-site system license(s) do you currently hold, if any:

<input type="checkbox"/> Class A (Percolation Tester)	<input type="checkbox"/> Class E (System Contractor)
<input type="checkbox"/> Class B (Designer)	<input type="checkbox"/> Class F (Liquid Waste Hauler)
<input type="checkbox"/> Class C (Engineer)	<input type="checkbox"/> Class H (System Inspector)
<input type="checkbox"/> Class D (Site Evaluator)	<input type="checkbox"/> None

3. Have you ever had a license surrendered, denied, suspended or revoked?

☐ Yes If yes, give dates and reason: _____
☐ No _____

Have you *previously* held an on-site license?

☐ Yes If yes, give dates: _____
☐ No _____

4. Applications for a Class C On-Site License must include:

- An attachment listing all past or outstanding civil, administrative, or criminal proceedings instituted against the applicant (including any form of permit suspensions or revocations) for any environmental or regulatory violations over the past five (5) years, regardless of location. Include details of the violation, the proceedings, and the outcome of the proceedings **OR**
- The applicant states that he/she has not had any civil, administrative, or criminal proceedings for any environmental or regulatory violations filed against him/her over the past five (5) years. _____ (initials)

5. **I understand that I may be required to supply additional data if requested by the Board.**

_____ (initials)

I certify that the information contained herein is true, factual and complete, and I understand that fraudulent, erroneous or incomplete information shall render any license issued as a result of this application void. I further certify that I will conduct my duties in accordance with the State of Delaware's Regulations Governing the Design, Installation, and Operation of On-Site Wastewater Treatment and Disposal Systems.

Date

Signature

Delaware Professional Engineer Seal Required

PLEASE KEEP PAGE 1 FOR YOUR REFERENCE